

23 September 1974

MEMORANDUM FOR THE RECORD

SUBJECT: Meeting of the DDA Personnel Resources Board
on 20 September 1974

1. The purpose of the meeting of the DDA Personnel Resources Board on 20 September 1974 was to evaluate and rank the officers who had been recommended for supergrade promotions by the Office Heads. However, the Chairman, Mr. John N. McMahon, discussed his ideas and plans for certain future activities and responsibilities of the Board. The following are, in outline form, the areas which Mr. McMahon covered:

a. Once a year the Board will review and rank all the GS-15 officers in the Directorate. This will be accomplished by subpanels, composed of Board members, which will look at various groupings of GS-15 officers. The rankings from the subpanels will be submitted to the Board where they can be discussed and a consolidated ranking list be made.

b. Office Heads will continue to rank their personnel through the GS-15 level and to recommend their officers for promotion to supergrade. These recommendations will be reviewed by the Board in the context of the Board's ranking of all the Directorate's GS-15 officers; each Office Head will also explain the ranking criteria and promotion policies used by his Sub-group's Board in selecting candidates for supergrade promotions.

c. The Board will also review and rank all GS-16 and GS-17 officers in the Directorate. Recommendations for promotions to GS-17 will be examined and ranked in the context of the Board's rankings of all GS-16 officers in the Directorate. At the time the Board is ranking the GS-16 and GS-17 officers, consideration should be given to over-all career direction and assignments.

d. However, Office Heads are responsible for recommending assignments for the supergrade officers in their Offices. Supergrade assignments proposed by Office Heads will be submitted to the ADD/A for concurrence, who may refer the action to the Board if deemed appropriate. The Board's responsibility will be to recommend career directions and changes for an officer, especially if the recommended action would cut across Office boundaries.

2. Various Board members made the following recommendations concerning the mechanics of the Ranking Exercises for supergrade promotions:

a. Simplify the paper work required for the Board to consider a recommendation for supergrade promotions. It was suggested that the formal recommendation to the DCI not be prepared until the recommendation had been approved by the DD/A; this would eliminate considerable paper work for those officers who are not recommended for promotion. It was felt that a simple sheet containing pertinent data would suffice for the Board's consideration.

b. It was also recommended that the Board members be advised ahead of the meeting of the Projected Headroom for Promotion.

[REDACTED]

Executive Secretary
Personnel Resources Board

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